

CLE for Agency Counsel

The Office of Legal Education has available a number of recorded training modules for use by United States government Executive Branch agency attorneys. Upon request, OLE will provide agency Training Representatives with a copy of each module and will sponsor showings of these taped programs for CLE credit. Each training module consists of an OLE-produced training presentation recorded on DVD, accompanying handout materials on CD-ROM, and an agenda template.

Planning, managing, and moderating the showing of the program is the responsibility of the agency Training Representative. OLE's role will be to provide a recorded product and to assist agency Training Representatives with CLE accreditation for the program.

Development of the CLE library is a work in progress. New seminars will be added regularly.

Requirements and Procedure for Scheduling a Showing for OLE-sponsored CLE

- 1) Any agency or agency component wishing to participate in this program must have one designated Training Representative who will serve as the agency or component's point of contact for OLE for this program. The designated Training Representative must be either an agency training officer or an attorney supervisor. OLE will need the Training Representative to provide OLE with the complete name of the agency, the agency component or division, a current email address, an office address, and a telephone number. The Training Representative will be responsible for scheduling and managing the showings and will be required to certify in writing that all requirements were satisfactorily met by the agency/attendees.
- 2) Upon request, OLE will send the requesting Training Representative a copy of each of the training modules. These should not be returned to OLE and will become the property of the requesting agency or component.
- 3) Planning and managing the showing of a module is the responsibility of the Training Representative, but it has to be scheduled with OLE in advance to qualify for CLE credit. To schedule a showing, the Training Representative will need to prepare an agenda using the template provided in the module, complete an application, and fax all to OLE. The application will require the Training Representative to certify that (1) he or she will be showing the module on a specific date and time, (2) he or she will be requesting CLE credit, and (3) the showing will comply with a list of requirements. This should be sent to OLE no later than 35 days in advance of the requested showing date. OLE will confirm the date, process the paperwork, and then email the Training Representative the CLE documents, evaluation sheet, and sign-in sheet for the showing. The Training Representative will then be responsible for announcing the showing to its prospective audience and registering students in advance (if desired by the agency or component).
- 4) At the showing, the Training Representative will be responsible for and will certify to the following requirements being met:
 - A) the recorded module must be shown in a suitable classroom or conference room environment

with an adequate writing surface for students;

- B) there must be a Subject Matter Expert (SME), qualified by training or experience, available throughout the showing to answer questions or promote discussion;
 - C) each student must sign the sign-in sheet;
 - D) an evaluation sheet provided by OLE must be provided to each student;
 - E) a minimum of two attorneys (plus the SME) must be present throughout the showing; and
 - F) at or prior to the showing all students must be provided with the module's handout materials in either hard copy or electronic format.
- 5) Within fifteen days after the showing, the Training Representative will be responsible for sending to OLE the completed CLE documents, sign-in sheets, evaluations, Training Representative certification form, and the SME's biography or resume (listing his or her qualifications). Without all of these documents, OLE cannot submit the program for CLE credit. Any CLE materials submitted after the 15-day deadline may not be submitted for credit.

Limitations on OLE's CLE Sponsorship

- 1) Due to limited resources, OLE can sponsor only 6 showings during calendar year 2008, per requesting agency. If the demand for this service increases beyond OLE's capabilities, OLE may have to limit this further.
- 2) OLE cannot guarantee CLE credit for any showing. CLE accreditation is within the discretion of each state's CLE commission.
- 3) Compliance with state CLE rules and regulations are ultimately the responsibility of the individual attorney. An attorney who signs a CLE form is certifying that he or she is entitled to the credit being sought. Each attorney must be familiar with his or her state's rules.
- 4) If an agency Training Representative fails to meet the CLE requirements for a scheduled showing, OLE cannot submit the course for CLE approval.
- 5) OLE will process CLE paperwork only for federal government attorneys.
- 6) If an agency must change the date of a CLE show, 30 days notice must be provided to OLE.

Contact Information

To sign up as an agency Training Representative, request a copy of a module, or schedule an CLE showing, please email Betsy Swift (betsy.swift@usdoj.gov) or Annemarie Sullivan (annemarie.sullivan@usdoj.gov).